



Post Office Box 94111
Baton Rouge, LA 70804-9111

www.civilservice.la.gov

SHANNON S. TEMPLET, DIRECTOR
Phone: 225-342-8274
Fax: 225-342-8058
TDD: 800-846-5277
Toll Free: 866-783-5462

HR Handbook Update No. 2013 – 0008

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to Staffing Section of the HR Handbook

Issue Date: September 16, 2013

This is to advise agencies that the Staffing section of the HR Handbook has been revised to include the following best practice for documentation in the LA Careers system. This update can be found in the LA Careers section under Best Practices.

Granting a Test Exemption for the Person Hired

- If a test exemption was granted to the person hired, it is a good practice to place a comment in the Notes section of the Exam Plan or in the Comments section of the hire authorization form in LA Careers stating the type of test exemption given to the new hire.
 - If the new hire was given the exemption to use their PET score in place of a PLE score, agencies should also list the new hire's PET score in the Notes or Comments section.

Questions regarding this Handbook Notification may be directed to the Staffing Division at (225) 219-9390.

Sincerely,

Shannon S. Templett
Director